

## **Grafton Recreation**

### **Silver Lake Beach Lifeguard and Water Safety Instructor Job Description**

#### **Summary:**

Under supervision of the Silver Lake Beach Head Guard and Beach Director, ensure the safety of patrons by preventing and responding to emergencies and teach children water safety and swim instruction.

#### **Duties and Responsibilities:**

- Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Thorough knowledge and application of swimming and water safety skills.
- Thorough knowledge and application of teaching swimming and water safety skills.
- Be familiar with American Red Cross Learn-to-Swim levels and other Red Cross water safety courses and know how to use course materials effectively.
- Responsible for the proper instruction of all swim lesson classes.
- Designs and implements appropriate classes for the swimming level being taught.
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Performs various maintenance duties as directed to maintain a clean and safe facility.
- Prepares and maintains appropriate activity reports.
- Performs miscellaneous job-related duties as assigned.

#### **Minimum Requirements:**

- Must be age 16+.
- Must have current certification for CPR and First Aid for Professional Rescuer/First Responder, Lifeguarding and Water Safety Instructor by a recognized source.
- Must be dependable and mature.
- Must be able to work weekends and holidays.

#### **Knowledge, Skills and Abilities Required:**

- Must act and look professional at all times.
- Must have ability to communicate effectively and professionally to the public.
- Skilled in the application of lifeguarding surveillance and rescue techniques.

- Knowledge of CPR and emergency medical procedures.
- Must participate in in-service trainings.
- Ideally have open water experience.
- Ability to react calmly and effectively in emergency situations.
- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.

This is a seasonal full-time position.

Applications may be found online at [GraftonRec.com](http://GraftonRec.com) under Employment Opportunities.

E-mail [recreation@graffton-ma.gov](mailto:recreation@graffton-ma.gov) with questions or for additional information.